



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2015-02

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: November 18, 2014

RE: Lack of caregiver identity as a reason for 30-Day Temporary Certification
Updates to Transfer Policies

Missing proof of caregiver identity as a reason for 30-Day Temporary Certification

With KWIC Client Services, Version 43, missing proof of caregiver identity is a reason for a 30-day temporary certification but new policies did not reflect that change. The following policies have been updated to correct that omission.

- [CRT 01.02.00 Certification Periods](#)
- [CRT 01.02.02 Thirty-Day Temporary Certification Period](#)
- [CRT 03.00.00 Certification Visit](#)
- [CRT 04.00.00 Proof of Identity](#)

Action Required: Notify all WIC staff.

Updates to Transfer policies

Policies related to accepting transfers from in-state and out-of state have been updated. The policies now specify that staff should assess if the transferring client needs a midcertification visit (not just secondary nutrition education) and to create a flowsheet for the client. These policies are:

- [CRT 10.01.00 In-State Transfers](#)
- [CRT 10.03.00 WIC Out-of-State Verification of Certification \(VOC\) Card Acceptance](#)

Action Required: Notify all WIC staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.